



Office of
Student
Engagement

Clubs and Organization Travel Form

This form must be completed and returned to the Office of Student Engagement, Kanbar 317, at least 2 days prior to club sponsored trip.

Club Name: _____ Date Submitted: _____

Event Name: _____ Date(s): _____

Destination: _____
(Facility, Place, etc.) (City) (State)

Departure date & time: Month _____ Day _____ Time _____

Return date & time Month _____ Day _____ Time _____

Brief Explanation and/or Purpose of event:

Members traveling to event: (For additional members please attach list)

Method of Travel (Check all that apply):

- University Van
- Chartered Bus (Name of Company) _____
- Rented Van (Rental Company) _____
- Flying (Airline) _____
- Private Vehicles – Please indicate which members will be driving.

Lodging Arrangements (Check all that apply):

- Not applicable.
- Hotel (Hotel Name) _____
- Private Residence (Contact Name) _____
(Contact Number) _____
- Other (Explain) _____

Signatures:

_____	_____	_____
(Officer's Name Printed)	(Officer's Signature)	(Date)
_____	_____	_____
(Advisor's Name Printed)	(Advisor's Signature)	(Date)
_____	_____	_____
(OSE Name Printed)	(Signature)	(Date)